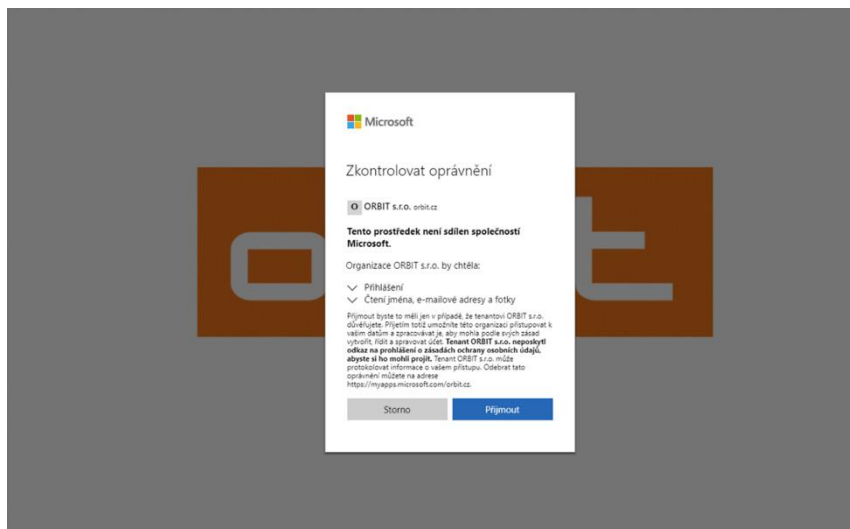


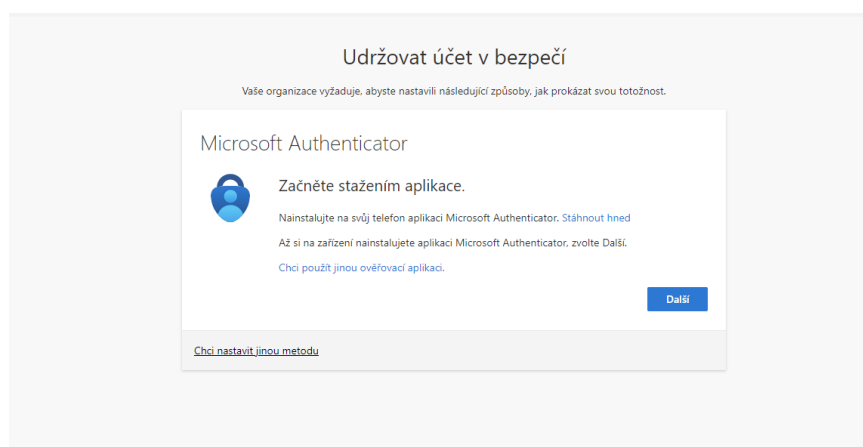
Instructions for two-factor verification for accessing Discover365 portal

- 1) Enter your email address at <https://portal.discover365.cz/>.
- 2) In the Check Permissions dialog box, select *Accept* if you agree to the terms.

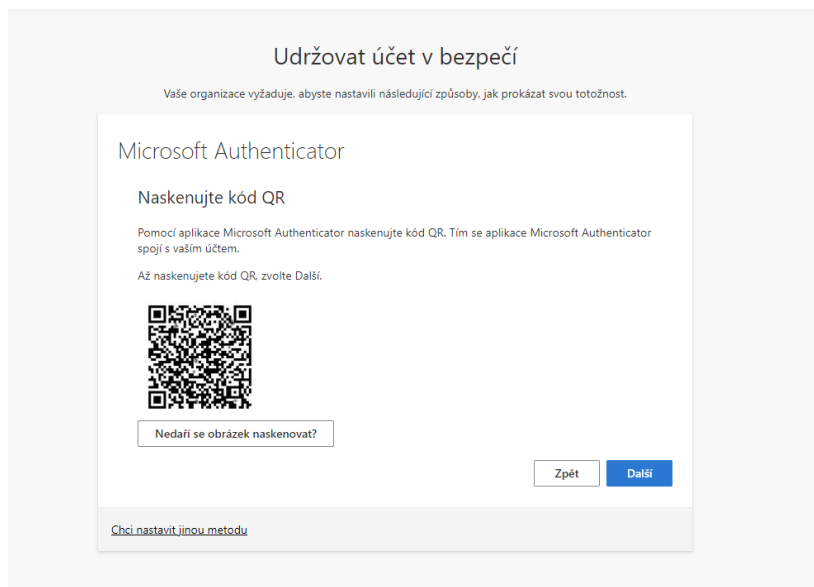


- 3) Next, enter the password you use for your work account.
- 4) In the next step, you will be asked to download the [Microsoft Authenticator](#) app (the app is free), which will verify your identity as part of access security. Once downloaded to your phone, you have two options:
 - a) select *Next* to set up notification authentication on your smartphone (recommended method)
 - b) select *I want to set up another method* - this selects the SMS code authentication method (select if you do not own a smartphone).

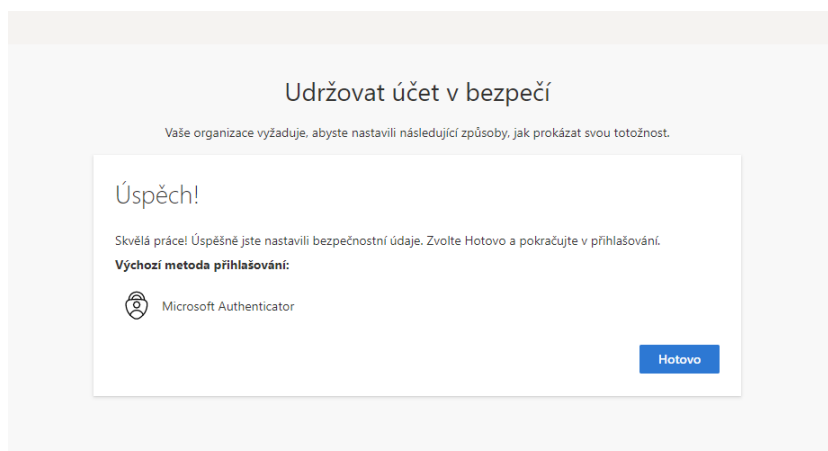
Authentication by smartphone notification (see section 4a)



- 5) In the next step, scan the QR code with your mobile phone to pair your account and app. If you already have MS Authenticator installed on your phone, open it and click on the "+" icon. If the pairing is correct, the *Notification Approved* message will appear.



- 6) If everything went well, this window should appear. Confirm with *Done*.



SMS authentication (see point 4b)

- 5) After selecting a different method, select *Phone* and you should see this window appear. Enter your phone number, where you will either receive an SMS verification code or be given the code in a call.

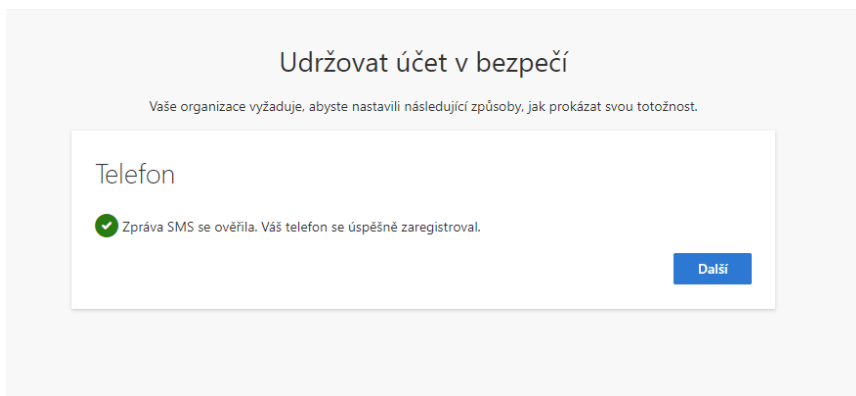
The screenshot shows a web form titled "Udržovat účet v bezpečí" (Keep account safe). Below the title is a subtitle: "Vaše organizace vyžaduje, abyste nastavili následující způsoby, jak prokázat svou totožnost." (Your organization requires you to set up the following ways to prove your identity). The form is titled "Telefon" (Phone). It contains the text: "Svou identitu můžete prokázat tím, že si necháte zavolat nebo poslat textovou zprávu na telefon." (You can prove your identity by letting us call you or send you a text message on your phone). Below this is the question "Které telefonní číslo byste chtěli použít?" (Which phone number would you like to use?). There is a dropdown menu showing "Czech Republic (+420)" and a text input field containing "777 123 456". Below the input field are two radio buttons: "Poslat kód textovou zprávou" (Send code via text message) which is selected, and "Zavolat mi" (Call me). Below the radio buttons is a small text: "Můžou se účtovat sazby za zprávy a data. Když zvolíte Další, znamená to, že souhlasíte s Podmínkami služby a Prohlášením o ochraně osobních údajů a souborech cookie." (There may be charges for messages and data. When you choose Next, it means you agree to the Terms of service and Declaration of data protection and cookies). At the bottom right of the form is a blue button labeled "Další" (Next). At the bottom left of the form is a link: "Chci nastavit jinou metodu" (I want to set up another method).

- 6) Enter the submitted six-digit code and click *Next*

The screenshot shows the same web form as before, but now it is at the code entry step. The title "Udržovat účet v bezpečí" and subtitle are the same. The form title is still "Telefon". The text now says: "Právě jsme na telefonní číslo +420 245194 poslali 6místný kód. Zadejte ho níže." (We have just sent a 6-digit code to the phone number +420 245194. Enter it below). Below this text is a text input field. Below the input field is a link: "Poslat kód znovu" (Resend code). At the bottom right of the form are two buttons: "Zpět" (Back) and "Další" (Next). At the bottom left of the form is the same link: "Chci nastavit jinou metodu" (I want to set up another method).

- 7) If you have typed the code correctly, you will be registered. Click *Next* to verify your identity.

You will need to do this process of typing in a code from a SMS or call each time you log in.



Done! Now you're securely logged into the Discover365 portal.

If you have any problems while logging in, please do not hesitate to contact us at discover365@orbit.cz.